

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, April 11, 2022
LOCATION: Headquarters Fire Station #43 – Harvey Room and Electronic Media
YouTube and Teams – Snohomish, WA

BOARD MEMBERS PRESENT: **JIM SCHMOKER**, Chair
RICHARD FLATH, Fire Commissioner
EVAN MERRITT, Fire Commissioner
STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Mike Gatterman, Deputy Chief
Jason Hodkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief

I. ROLL CALL

Commissioner Merritt called the meeting to order at **19:17** hours. All members of the Board were present, with the exception of Commissioner Schmoker, joining a few minutes after the meeting was called to Order. All the executive chiefs were present except of Deputy Chief Frater, who is attending training, and Deputy Osborne, who was on vacation.

II. ADOPT/ADJUST AGENDA

There were no changes or additions to the agenda.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the March 14, 2022 regular meeting minutes.

Action: Commissioner Flath made a **motion** to approve the minutes as presented from the March 14, 2022 meeting; the motion was **seconded** by Commissioner Merritt and **passed** by Flath and Merritt . At this time, the decision was made to skip ahead to the presentation by Liz Loomis. Item A. under New Business.

IV. OPEN PUBLIC COMMENTS

No public comment.

V. OLD BUSINESS

A. RFA discussions

Discussion: Chief Waller said that they have not met since June 7, 2021. Chief Waller suggested putting the discussions on indefinite hold until we have a clear plan and timeline. Chief Waller would like to put the talks on hold and focus on what we are doing right now. Chairman Schmoker clarified that we are not placing the RFA on hold but the *discussions* about joining RFA on hold.

VI. INFORMATIONAL ITEMS

A. Financial

1. Accounts Payable

- Batch #379386 is in the amount of \$118,111.28
- Batch #379777 is in the amount of \$43,088.34
- Batch #380131 is in the amount of \$710,125.72

2. Payroll

- March 2022 payroll is in the amount of \$594,539.97.

B. Letter of Retirement/Resignation – Mike Gatterman

Chief Gatterman said his last day would be June 30. The Commissioners congratulated him, and Chief Waller explained that he is required to give two months' notice so that he qualifies for his benefits payout per his Personal Services contract. Chairman Schmoker commented that it had been a pleasure working with Chief Gatterman and his father over the years. Chief Waller added that Chief Gatterman has been doing an amazing amount of work to get others trained to take over his duties.

VII. ACTION ITEMS

A. Transport Waivers

Discussion: No Discussion

Action: Commissioner Flath **moved** to waive the full balance for transports on incidents #2021-3712 and #2021-3679 and \$0.00 for incident 2021-4205. It was **seconded** by Chairman Schmoker and unanimously **approved**.

VIII. NEW BUSINESS

A. Liz Loomis presentation

Discussion: Liz Loomis presented a slide show on Effective Communication. Chief Waller said he would like to have a contract with Liz Loomis to reset the bar in our communication with the public. There was a brief discussion on ballot measures, our connection with the public, and when the Chief would like to start a contract with Liz Loomis.

Action: Chairman Schmoker made a **motion** to move forward in securing a contract with Liz Loomis. It was **seconded** by Commissioner Flath and unanimously **approved**.

B. Cardiac Monitor LifePack 1000 AED Purchase

Discussion: Chief Waller explained that these are for EMTs and the public to use and, as noted on page 61 of the packet, are funded mainly by donations. Chief went on to say that there will be ten purchased, and those will be put in most of our staff vehicles, and then next year we can add the last few.

Action: Chairman Schmoker made a **motion** to authorize the purchase of the AEDs as requested. It was **seconded** by Commissioner Merritt and **approved** unanimously. Chairman Schmoker made a **motion** to approve Resolution 541, waiving the competitive bidding requirements. It was **seconded** by Commissioner Flath and **approved**.

C. Dry Suit Purchase

Discussion: Chief Waller said that we are hoping to have our Water Rescue program up and running by summer, and this is part of that. Chief Hodkinson said this request came from some of our swim team members who are training. He explained that this purchase is in the budget for this year. He said that all three bids were within \$5.00 of each other, and pending approval, they may need to purchase from more than one vendor based on availability and sizing.

Action: Chairman Schmoker made a **motion** to approve the purchase of the six dry suits from whichever vendor makes the most sense. It was **seconded** by Commissioner Merritt and **passed** unanimously.

D. Policy updates -102, 105, 213, 305, 501, 509, 511, 731, 905,

Discussion: Chief Waller noted that about half of these are new policies, and we have gone through almost all of our old policies.

Action: Commissioner Flath **moved** to approve all of the policy updates. It was **seconded** by Chairman Schmoker and **passed** unanimously.

IX. DISTRICT STAFF COMMENTS

A. District Staff & Work Groups

Chief Hodkinson reported that we responded to 328 911 calls for March. The majority of the responses were EMS calls. Chief Hodkinson shared that MSO Broumley received an email from Dr. Cooper giving kudos to a crew that made a real difference in someone's life due to their quick thinking and fast action. Chief Hodkinson gave a brief explanation of the overtime report. He also informed the Commissioners that we have six recruits who will be graduating from the academy this Thursday. He went on to say that

all of our recruits are doing very well and will start the post academy next week. The recruits will be on shift by mid-May. Chief Hodkinson explained that we have seven members currently working on their acting driver/operator credentials. We also have three members who are close to receiving their acting officer credentials. Chief Hodkinson spoke about a poster that explains all the different classes and requirements needed to be promoted in our organization. The posters are displayed at the stations and training office. Chief Hodkinson mentioned the involvement of our Chaplains with the death of Officer Rocha in Everett. They spent several days with the dispatchers in Everett and assisted Everett Police Department. Our Chaplains were also involved in assisting Edmonds PD with the death of one of their officers.

B. Fire Chief

Chief Waller noted that the comment card responses from last year are on page 133, and we are switching to the new format for comment cards. Chief also thanked Chief Hodkinson for arranging all the units that covered Everett for the memorial for Officer Rocha.

Chief Waller said that his meetings with the Mayor and City Administrator are going exceptionally well and are very positive. They are working together on numerous fronts to provide better service to the citizens and a better relationship between us and the city.

Commissioner Flath noted that a resolution was missed from page 128. Resolution 542 for Awards and Recognition. This Resolution goes along with Policy 105. Commissioner Flath **moved** to pass Resolution 542. It was **seconded** by Chairman Schmoker and unanimously **passed**.

X. COMMISSIONER COMMENTS

Commissioner Flath noted that at the last SnoIsle Commissioner meeting, there was a mention of mitigation fees. Chief Waller said that we don't have any mitigation fees here. Commissioner Flath asked if this is something that should be looked into. There was further discussion on this topic.

Chairman Schmoker apologized for his tardiness and thanked Commissioner Merritt for taking over. As he mentioned last month, he explained that he is moving out of the state and will not be able to fulfill his obligation to the district and is officially submitting his resignation. His last day as Commissioner is June 13. He is hoping that we will have a candidate soon and that they can be appointed after his resignation. He added that he would amend his resignation date if a candidate were found sooner.

There was a discussion about the process for interviewing and appointing a new commissioner.

XI. EXECUTIVE SESSION: The Board will be going into executive session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate. The Board adjourned to Executive Session at 2052 hours, expected to return at 2107 hours, with no action taken. The Board retired from Executive Session at 2107 hours with no action taken and rejoined regular session.

XII. ADJOURN

Meeting adjourned at 2107 hours.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
April 11, 2022**

Minutes prepared and submitted by:



Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:



5/9/2022

Date